

Vendor Payment Record Form Sample (Excel Template)

The **Vendor payment record form** sample Excel template helps businesses efficiently track and manage all vendor payments. This organized spreadsheet ensures accurate financial records, facilitating timely payments and minimizing errors. Utilize this form to maintain transparency and streamline your accounts payable process.

Sample Vendor Payment Record Table

Payment ID	Vendor Name	Invoice Number	Invoice Date	Payment Date	Amount Paid	Payment Method	Status
VP001	ABC Supplies Ltd.	INV-1234	2024-05-01	2024-06-10	\$2,450.00	Bank Transfer	Paid
VP002	SuperTech Inc.	INV-5678	2024-05-15	2024-06-12	\$715.00	Cheque	Paid
VP003	Global Office Solutions	INV-9101	2024-06-01	--	\$1,320.00	Pending	Unpaid

How to Use

1. Download or create an Excel sheet with columns similar to the above table.
2. Record each vendor payment transaction promptly.
3. Update the status field once payment is made.
4. Regularly review and reconcile with your bank statements.

Download Sample

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